

**Job description:**

Job Purpose: Reporting to the Executive Health Manager, the Medical Lab Technician is responsible for providing exceptional patient care and supporting our physicians and medical staff.

**Principal Responsibilities:**

- Set up vitals room for phlebotomy and additional testing rooms
- Ensure all rooms are adequately stocked with supplies and expiry dates are checked
- Escort patients to exam or treatment rooms and prepare patients for physician
- Perform phlebotomy services
- Perform resting electrocardiogram (ECG) tests
- Monitor incoming lab results
- Scrub, pack, and reprocess instruments
- Assist with medical/minor surgical procedures
- Manage mail, receive faxes and distribute appropriately
- Administrative duties such as ordering supplies, assisting with medical reports, etc
- Perform other duties as assigned to support Executive Health and the OHIP clinics

**Knowledge, skills and experience:**

- Completion of the Medical Lab Technician diploma program
- Current registration and in good standing with the Ontario Society of Medical Technologists (OSMT) is preferred
- Proof of valid First Aid and CPR certification
- Proficient in using the Microsoft Suite
- Experience using electronic medical records (EMR) programs (Accuro experience preferred)
- Ability to organize, prioritize and multi-task
- Professional and friendly manner when dealing with doctors, clients and members of the general public

- Excellent interpersonal and verbal communication skills

Context and Environment:

- Significant amount of time spent working in a clinical setting with a potential for health and safety hazards (eg. biohazardous waste, needle-stick injury etc.)
- Significant amount of time spent moving and walking (85-90%)
- Small amount of time spent sitting at desk or workstation (10-15%)
- Small amounts of time using office equipment, computer and peripherals (e.g. mouse and keyboard) which may cause muscle strain

Job Types: Full-time, Part-time, Permanent

Benefits:

- Company events
- Dental care
- Employee assistance program
- Extended health care
- On-site gym
- On-site parking
- Store discount
- Vision care
- Wellness program

Work Location: In person